

## Local Government Records: An Introduction to Their Management, Preservation, and Use

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## Book Notices

torical accuracy, recognizing folkloristic elements or personal and group bias; and gives suggestions for incorporating oral history materials into written manuscripts. An absolute "must" for every oral historian.

*Access to the Past: Museum Programs and Handicapped Visitors*, by Alice P. Kenny. (Nashville: American Association for State and Local History, 1980. pp. x, 131, illustrations, appendix, bibliography, index, \$7.95 paper.)

This book should be a valuable guide for anyone interested in making their facilities and programs accessible to disabled persons as required by Section 504 of the federal Rehabilitation Act of 1973. The bibliography is extremely useful and this work should be widely read by all directors and administrators of historical and cultural agencies.

*Local Government Records: An Introduction to Their Management, Preservation, and Use*, by H. G. Jones. (Nashville: American Association for State and Local History, 1980. pp. xxi, 208, illustrations, appendix, index, \$6.95 paper.)

This is a monumental work and one deserving much attention. The author describes the chaotic state of records preservation and use in the nation's 81,000 local governmental jurisdictions. He discusses the establishment of records management programs, the principles of records appraisal, and the disposition of unnecessary items. He also seeks to foster renewed interest in and research of local records by the general public and scholars. This is a classic in its field and one book which will long remain an authority on records management.

*The Women Who Made the West*, by the Western Writers of America. (New York: Doubleday & Company, 1980. pp. 252, illustrations, bibliography, index, \$10.95 cloth.)

Eighteen sketches of historic women of the Old West are written by eighteen modern writers who employ a wide variety of sources and styles. The sketches are not about well-known figures in the western expansion of our nation, but they do concern some very extraordinary

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